

SIGN PERMIT APPLICATION
City of Darien, Illinois

The following information is required to be submitted along with the sign permit application:

1. **Free-standing signs:**
 - a. Plat of survey, indicate location of sign on plat, indicate distance from lot lines.
 - b. Drawing of sign, indicate dimensions (height, area).
 - c. Indicate on plat all other free-standing signs on property, with sign details.
2. **Wall signs:**
 - a. Building elevation drawing, indicate building/tenant frontage.
 - b. Indicate sign location on elevation drawing.
 - c. Drawing of sign, indicate dimensions (length and height).
3. **Temporary sign:**
 - a. Plat of survey, indicate on plat the location of sign, indicate distance from lot lines.
 - b. Drawing of sign, indicate dimensions (height, area).
4. **All contractors must have a City of Darien contractor's license.**
5. **Structural (including footing detail) and electrical details required.**

PROPERTY INFORMATION:

Address

Store Name / Suite #

Name of Shopping Center

APPLICANT'S INFORMATION:

Applicant Name

Applicant Address, City, State, Zip

Phone #

Fax #

Email Address

For Office Use Only

Permit Number #: _____

Zoning District: _____

Date Approved: _____

By: _____ Cash or Check #: _____

Permit Fee: _____ Plan Review Fee: _____

Total Permit Fee: _____

SIGN INFORMATION:

Type of Sign, check all that apply:

Free-standing

Wall

Temporary Display dates: _____

CONTRACTOR'S INFORMATION:

General Contractor's Name

Phone #

Electrical Contractor

Phone #

MANAGEMENT COMPANY / PROPERTY OWNER'S INFORMATION:

Property Management Company's / Owner's Name

Phone #

Authorized Signature or attached an approval letter

APPLICANT'S SIGNATURE:

Signed